

23 August 1946

MEMORANDUM

25X1A9A TO: Mr.

FROM: Chief, Fiscal Division

SUBJECT: Position of Special Assistant

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By	613

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1. After considerable thought, it has been determined that it will be necessary to have a grade CAF-11 position established in the Fiscal Section. This position will be somewhat similar to the one which Mr. has been occupying as Fiscal Inspector. The position could be identified as "Fiscal Inspector," "Special Assistant," "Administrative Officer," or "Fiscal Procedure Analyst." It is believed that Fiscal Procedure Analyst or Special Assistant would more nearly reflect the actual duties which would be performed by the incumbent.

2. The fact that disbursement facilities of both the War and Treasury Departments will be utilized during the next few months makes the need for this position more urgent. The volume of work is such that the problems and activities handled by the person occupying this position could not be handled by the Chief or Assistant Chief, and could not properly be included in the duties of the various unit heads.

3. The duties of the person occupying this position would be substantially as follows:

a. Responsible to the Chief and Assistant Chief for an intensive study, interpretation, and application of special laws, regulations, decisions, fiscal office methods, rulings, and procedures governing the audit and accountability of appropriations and funds. This responsibility is of a specialized nature over and above that of the Chief, Assistant Chief, and the Chief,

b. Make periodic and special audits of accounts as may be required.

✓ c. Responsible for coordinating and furnishing the Chief, Assistant Chief, and the several unit heads with respect

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to the interpretation and coordination in so far as the application of rules, regulations, and procedures prescribed by the General Accounting Office, Bureau of the Budget, Treasury Department, War Department, Navy Department, and the State Department is concerned.

- X d. Responsible for contact and follow ups where necessary with other government agencies for the purpose of assisting unit heads in disposing of complicated audit and accounting problems.
- ✓ e. Act as a consultant and staff member for the purpose of planning, supervising, or making comprehensive studies of fiscal organizational units, administrative operations, and/or specific operating procedures in which the Chief, Assistant Chief, and all unit heads are interested.
- f. To act in the absence of the Assistant Chief, Fiscal Section, or one of the unit heads, as temporary operating head of a unit with the particular view in mind of assisting in the development or improvement of the organization and coordination of administrative operations or improvement of specific operating procedures.
- ✓ g. Aid in the installation of procedures relative to fiscal activities and performing special investigations for the purpose of reporting thereon to the Chief or Assistant Chief, [redacted]

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4. It appears that the position covering the duties outlined above is essential in the Fiscal Section and does not interfere with or duplicate the duties applicable to positions which may be established elsewhere, including the Office of the Chief, Finance Division. Special problems pertaining to legal and regulatory matters are continually arising and are so numerous that they must be given specialized attention. These problems are ones which cannot or should not be normally referred to the General Counsel or other organizational unit in the agency and must be given immediate attention in most cases in order to expedite the operations of the entire Fiscal Section or some unit thereof.

5. It will be appreciated if you will take steps to establish this position at the same time as others are developed on behalf of the Finance Division.

[redacted]
Chief, Fiscal Division

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cc: Mr. [redacted]
Mr. Saunders

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